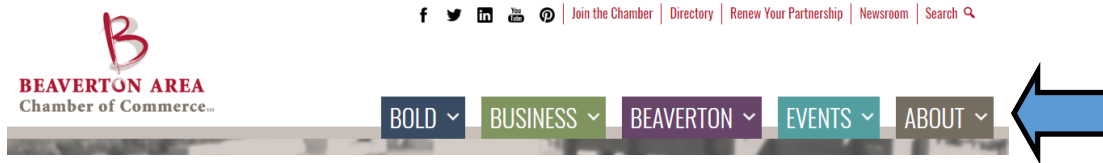
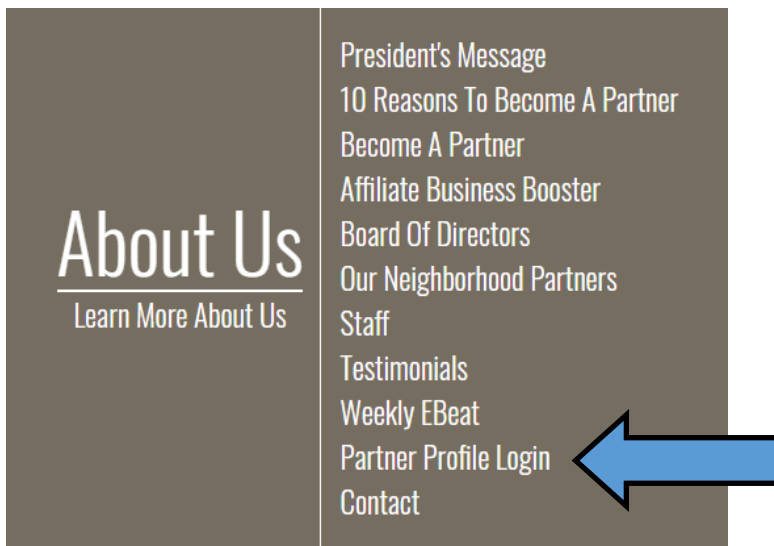


# How to update your Company and Personal information on the Beaverton Chamber website

- Go to <https://beaverton.org/>
- Click on the About Tab



- Click on Partner Profile Login



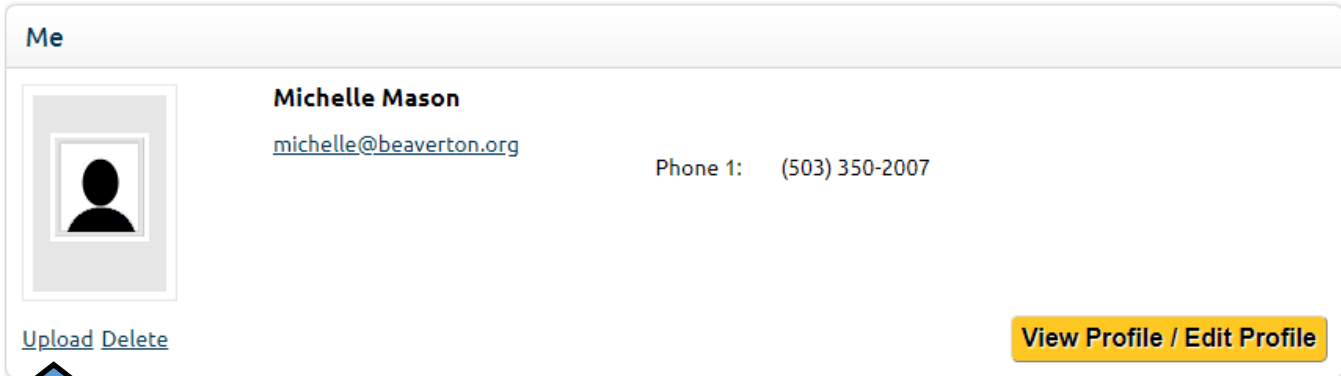
- Scroll up to the top login box and enter your username and password (if you have not created your login profile contact [membership@beaverton.org](mailto:membership@beaverton.org))
- If you have forgotten your password click on the “Forgot your password?” link
- You will see a box for “Me” (your personal profile) and for “My Organization” (your company information)
- If you do not see an edit option in the “My Organization” box you have not been granted rights to update the organization information. Contact [membership@beaverton.org](mailto:membership@beaverton.org) to be granted rights to edit the organization information.

Continue to the next page to see how to update each field.....

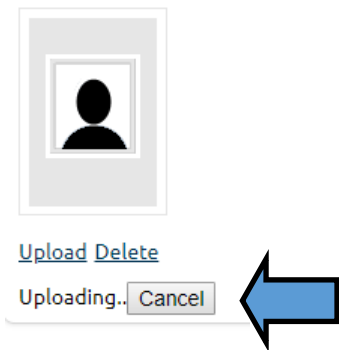
# To update your personal information in the “Me” box

## How to upload your headshot:

- Click on the upload box under the photo box



- A document box will open for you to select your photo that is saved in your computer
- You will see a message the file is uploading. It may take a minute or two




**That is it!! Now your photo will appear! People love to see who they are working with so this is a great addition to your profile.**

**Continue to the next page to see how to update your personal information.....**

## To Update your personal information

- Click on the View Profile / Edit Profile button on the right side of the box

Me



**Michelle Mason**  
[michelle@beaverton.org](mailto:michelle@beaverton.org)

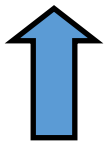
Phone 1: (503) 350-2007

[Upload](#) [Delete](#)

[View Profile / Edit Profile](#)

- You can update all your information here
- Member Status: Keep this as **CONTACT**
- Make sure to scroll to the bottom of the page and click “Save” if you have updated any information

[Save](#) [Cancel](#)



- If you are done you can scroll to the top of the page and click on “Sign Out”

## PARTNER PROFILE LOGIN

As a Partner of the Beaverton Area Chamber of Commerce you are able to login in to your profile and update your company listing, personal listing and view your renewal history and any outstanding invoices, as well as events you have participated in. Please note that your level of access may or may not allow you to see all of the information.

- To open your company information click on the “View Profile/Edit Profile” link in the “My Organization” box.
- To edit the company description in the online business directory scroll to the “Listings” box and click the edit button to the right of the category.

Once you have created your username and login using the link emailed to you, you may login here:

[Sign Out](#)

[Back to Profile Overview](#)

Membership Details

BASIC INFORMATION

- If you want to edit your company information scroll to the top of the page and click on “Back to Profile Overview”

# PARTNER PROFILE LOGIN

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[Sign Out](#)  
[Back to Profile Overview](#)



**Membership Details**


---

**BASIC INFORMATION**

## To update your Company Information

- If you want to upload or update your company logo click on the “Upload” button under the logo box

**My Organization**




[Upload](#) [Delete](#)

**Beaverton Area Chamber of Commerce**

[info@beaverton.org](mailto:info@beaverton.org)  
<http://www.beaverton.org>  
 12600 SW Crescent St, Suite 160  
 BEAVERTON, OR 97005-1600

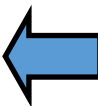
Phone 1: (503) 644-0123  
 Fax: (503) 526-0349



View Profile / Edit Profile




- Select the logo from your computer
- You will see a message the file is uploading. It may take a minute or two



[Upload](#) [Delete](#)  
 Uploading...

- To edit your company information click on the “View Profile / Edit Profile” on the right side of the box.

**My Organization**



**Beaverton Area Chamber of Commerce**

[info@beaverton.org](mailto:info@beaverton.org)  
<http://www.beaverton.org>  
12600 SW Crescent St, Suite 160  
BEAVERTON, OR  
97005-1600

Phone 1: (503) 644-0123  
Fax: (503) 526-0349

[Upload](#) [Delete](#)

[View Profile / Edit Profile](#)

**Be sure to save all information by scrolling to the very bottom of the page and clicking save**

### **Basic Information Box**

This box allows you to update

- Logo (if you didn't update it on the previous page)
- Company Name and DBA name
- Began Business—when you started your business
- Number of full time employees
- Number of part time employees
- Total Number of Employees

### **Contact Information Box**

This box allows you to update

- Email address: This is the address you want to list that will be used to send general inquiries to from beaverton.org. If you have an info@..... Email this is a great spot to put that email. From beaverton.org visitors can send inquiries to the company. This is the email that will receive those inquiries.
- Website URL
- Phone—Generally you want to put the main line of the company. This is the number that will appear on with your company information on beaverton.org and is the number that visitors will call.
- Facebook—If your company has a facebook page enter the URL here
- Twitter—If your company has a twitter page enter the URL here
- Linked In—If your company has a Lined In profile enter that URL here

**Continue to edit more company information.....**

## **How to update the Contacts in your company**

\*\*These contacts are contacts to provide to the Chamber of Commerce staff. They are not necessarily going to show up in the company online directory listing at beaverton.org. Learn how to showcase them in the chamber online directory below.

- You have the ability to edit and delete contacts here

## **Address**

The chamber asks that you provide a Mailing, Physical and Billing address. The address marked primary will be the address that appears on beaverton.org.

- Mailing—This is where we will mail information to you.
- Physical—If you work out of your house or do not wish to have an address appear in your directory listing use this address as your primary address. In put 2 dashes “- -” in the street address and then enter your city, state and zip (you can leave the zip out if you want)
- Billing—We have to have a billing address to mail your annual renewal notice to

\*\*\*All 3 addresses can be the same

**Listings**—This is where you can edit the information that appears in the online business directory on beaverton.org

**Make sure to save any updates you make by clicking the Save Listing button at the bottom of the section!**

- Online Membership Directory—this is the name of the directory the Beaverton Chamber uses
- Category—this is the category your company is attached to
- Edit—Click on the edit button to edit your information, upload photos, edit company descriptions, and upload videos
- How do I add a listing? - This feature currently is not available

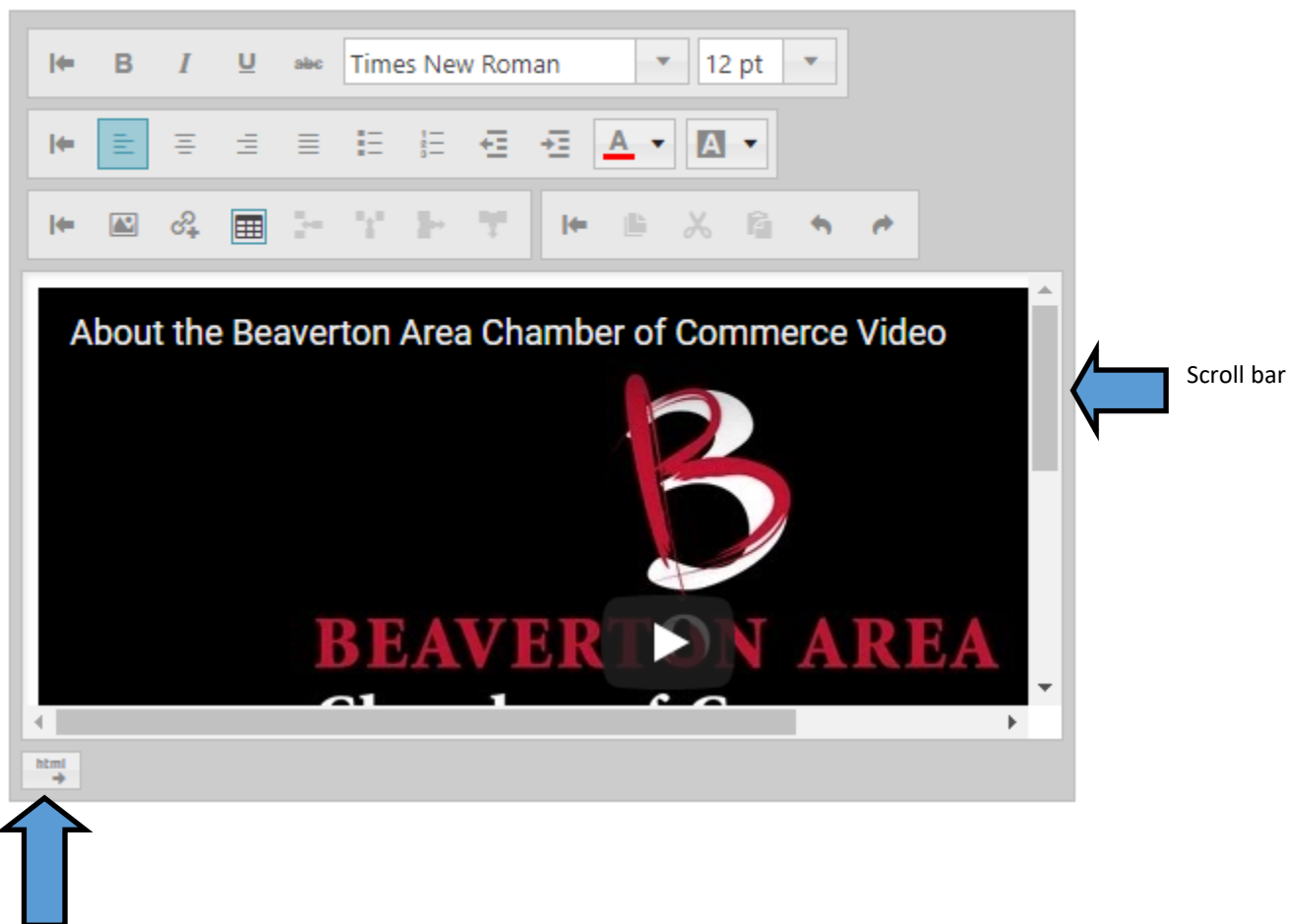
## **How to edit your company information for the online business directory**

- As stated in the above description, click on the edit button in the Listings box
- After clicking edit scroll down to see the box that opens up
- Description: In this box you can add a description about your company. You may upload photos and video as well. To upload video, click on the small html box in the lower left of the description box (see next page for example). You will want the embed code for the video and enter it in the html box.

**Continue for more information on editing the company description.....**

To upload a video go to the html version of the description box

Description:



- There is a scroll bar on the right side of the description box. Use this to scroll down to see the full description field
- Category—If you wish to update your company category click on “See the List”. Please note the chamber has decided to lump some categories together. Our goal is to have your business visible in the best possible way. For example, if you are a Tap House and you want to be listed under Tap House and not Restaurants and Catering will your company be seen? You will be the only company under Tap House and there are over 80 businesses listed in Restaurants and Catering. You may get more visibility under Restaurants and Catering so we would classify you in that category versus creating a Tap House category.

\*\*You may visit our directory at <https://beaverton.org/business-directory/> and click on the category option to see how many businesses are in each category and pick the best one for your business.

**Your company information will pull from the information you provided and fill in. You are welcome to edit it.**

**Continue for more information on your online business directory listing.....**

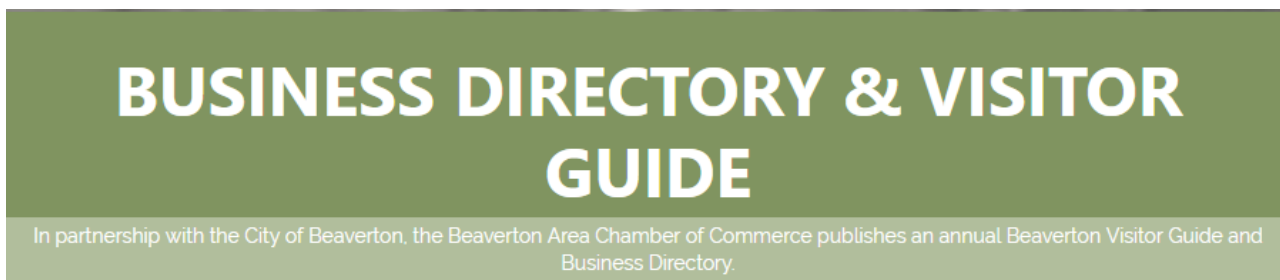
## Special Offer

If you want to offer a promotion of any kind you can enter it in this box. The best part is you can enter in a start and end date underneath the description box so you don't have to remember to remove it if the promotion ends.

**Remember—if you are offering a promotion make sure your whole staff knows about it. The worst is when you are offering a promotion and the person answering the phone doesn't know about it and doesn't honor it.**

Specials make your company stand out and are also listed in another area of the directory. See below for some examples using Great Bones as an example.

**Example 1:** The online directory has an option to look up Special Offers. Only companies with special offers will be showcased in this area of the website.



View Listings: [▼ By Category](#) [▼ Alphabetically](#)

[Search](#)

[▼ Advanced Search](#)    Only People  Only Companies  All

[Directory Sitemap](#) [New Members](#) [Special Offers](#)

[Member](#) | [Join The Hive](#)



**Continue to the next page to see Example 2 and more information.....**



**Example 2:** You are looking for a Fitness facility. There are 32 to choose from. When doing your search you see the big yellow box pop up. this stands out and takes you to this listing.

**International Fitness** ★ Chamber Partner

Phone: [\(541\) 343-1955](tel:(541)343-1955)

[View Full Listing](#)  [Add To Contact List](#)  [Send a Message](#)

Similar Listings: [Fitness, Health & Wellness](#)



**Bethany Athletic Club** ★ Chamber Partner

Phone: [\(971\) 371-7600](tel:(971)371-7600)

*Here at Bethany Athletic Club, our mission is to provide a fun, inviting and family-friendly environment meant to find the athlete in*

[View Full Listing](#)  [Add To Contact List](#)  [Send a Message](#)

Similar Listings: [Fitness, Health & Wellness](#)



**Sunny Life Wellness** ★ Chamber Partner

Phone: [\(503\) 804-4683](tel:(503)804-4683)

*Rene Miller is your certified health coach and owner of Sunny Life Wellness. With her nutritional education background, she uses health*

[View Full Listing](#)  [Add To Contact List](#)  [Send a Message](#)

Similar Listings: [Fitness, Health & Wellness](#)



**AdvoCare** ★ Chamber Partner

Phone: [\(503\) 701-3001](tel:(503)701-3001)

*A premier health & wellness company offering world-class energy, weight-loss, nutrition, & sports performance products with a*

[View Full Listing](#)  [Add To Contact List](#)  [Send a Message](#)

Similar Listings: [Fitness, Health & Wellness](#)



**Great Bones** ★ Chamber Partner

Phone: [\(503\) 575-9261](tel:(503)575-9261)

*Our mission is to inspire a lifetime of strength, balance and bone density. We accomplish our mission by providing custom strength training*

[View Full Listing](#)  [Add To Contact List](#)  [Send a Message](#)

Similar Listings: [Fitness, Health & Wellness](#)



**Your first 2 sessions are free**



Continue to the next page for more company information.....

### **Additional Images**

Pictures are always attractive when looking at a company. You are able to upload 2 additional images for your company.

### **Financial History**

This is a history of all invoices for your business, including free events. You can reprint your receipt here.

### **Participation History**

This is a listing of all events and classes you have participated in that you registered for through our event platform. Please note there may be some events/programs you participated in that we used a different system for RSVPs. Those will not be indicated here.

**Save all of your work by clicking the Save button at the bottom of the page**